The Baldwin Libraries: Limitless Learning Plan 2020-21

Library Mission: The mission of the Baldwin School Libraries is to foster a lifelong habit and love of reading and learning.

The Baldwin Libraries are fully committed to working alongside our students, faculty, and staff by offering support, collaboration, research assistance, and both digital and print resources for the 2020-21 school year, while still maintaining the CDC & Pennsylvania DOE safety guidelines, as well as the safety measures laid out by The Baldwin School. Below, we have outlined the reopening plan for our Lower School and Anne Frank Libraries, taking into account both in-person learning and Baldwin Wired 2.0.

In-Person Plan

Lower School & ECC Library

- Learning Plan
  - Librarians will teach classes on a rotating block schedule with grade cohorts (PreK-1, 2-3, 4-5)
  - Librarians will continue to collaborate with grade level teachers on research projects
  - Provide tech support and assistance to students & faculty (please send all requests via email)
  - Provide access to & recommendation for digital tools and resources
  - Librarians will continue to update the Google Classroom page with a curated and age-appropriate collection of resources for students, parents, and faculty
  - Continuation of Reading Olympics program for Grades 4-5
  - Library programming for the LS community (author visits, take & make, etc.)

- Physical Library Spaces
  - The ECC Library will be a Middle School classroom for the 2020-21 school year; all materials are either in storage, or have been moved to the Lower School Library
  - The Lower School Library will be a 5th grade classroom space for the 2020-21 school year; all tables have been removed and individual desks have been set up
  - The bookshelves and books will remain in the library, but students and faculty are no longer permitted to browse the collection; only the Librarians will be allowed to handle materials

- Circulation of Print Materials
  - Library Carts
    - The Librarians will create curated library carts for each grade cohort; the carts will remain in the grade level hallway
    - Once a student has taken a book off the cart, they must either keep that book, or return it to the return bin - they CANNOT put it back on the cart
These books are for classroom reading and browsing; they cannot be taken home

- Checking out books
  - Students & faculty will not be permitted to browse in the Library
  - Students and faculty/staff will fill out a digital request form, which will be accessible via either Seesaw (PreK-2) or the Library Google Classroom page (3-5)
    - Students in Grades 3-5 will be permitted to check out up to 7 books for a period of 1 month
    - Librarians will replenish carts throughout the week
  - Once the request form is received, the Librarians will fill the book requests, and deliver the materials directly to the student’s locker/cubby or faculty/staff member’s mailbox within 48 hours. If a request cannot be filled, the student or faculty/staff will be notified.
  - Books should be returned to the classroom return bin (students), or the nearest return bin (faculty/staff). The books will be “quarantined” for 3 full days, and will not be available for checkout until the 4th day.

**Anne Frank Library**

- Learning Plan
  - Librarians will be available for collaboration and team-teaching
  - Librarians will be available for one-on-one research meetings with students via calendly
  - Provide tech support and assistance to students & faculty (please send all requests via email)
  - Librarians will continue to update the Google Classroom page with a curated and age-appropriate collection of resources & databases for students and faculty
  - Provide access to & recommendation for digital tools and resources
  - Library programming for the MS & US community (author visits, book talks, etc.)

- Physical Space
  - The North Room will be a designated space for 12th grade students; only one student is permitted to sit at a table at a time (first come, first served)
    - Tables will be sanitized at the end of each period
  - The mezzanine in the North Room will be used by the 10th grade students only
  - The East Room will be a designated space for faculty; only one faculty member will be permitted at a table at a time
  - Our print collection will remain where it is, but students and faculty are no longer permitted to browse the collection; **only the Librarians will be allowed to handle the materials**
    - The Librarians will be available at the circulation desk or in the Library office

- Library Copiers
  - Only faculty who teach in the School House will be allowed to enter the Library to utilize the copiers
  - Students will not be allowed to use the copiers, or the color copier printing laptops at this time

- Circulation of Print Materials:
  - Checking out books: **in person learners**
- Students and faculty/staff will fill out a digital request form, which will be accessible via the Library Google Classroom page
- Once the request form is received, the Librarians will fill the book requests, and deliver the materials directly to the student or faculty/staff member within 48 hours
- Books should be returned to the nearest return bin. The books will be “quarantined” for 3 days, and will not be available for checkout until the 4th day.
  - Checking out books: **at home learners**
    - Students and faculty/staff will fill out a digital request form, which will be accessible via the Library Google Classroom page
    - On the designated day/time, parents can come to their child’s division entrance (Residence for MS, Schoolhouse for US) where the Librarian will meet them with their child’s book selection
    - Print material can be returned during the same designated day/time
  - **Research Carts**
    - Faculty will fill out a digital request form via the Library Google Classroom page if they would like a curated collection of print materials for a research project
    - Once the cart is delivered to the classroom by the Librarians, it will remain in the primary classroom for the duration of the project
    - These books will not be available for checkout; they will remain on campus
    - **Students & faculty will be expected to handle these research books with gloves**, which the Librarians will provide

**Baldwin Wired 2.0**

**Lower School & ECC Library**

- **Learning Plan**
  - Librarians will continue to update the Google Classroom page with a curated and age-appropriate collection of resources & tutorials for students, parents, and faculty
  - Librarians will continue to deliver Library lessons to our students, and offer classroom support to our faculty
  - Librarians will be available via email and video conferencing to assist faculty with technology and recommendations for digital tools
- **Circulation of Print Materials**
  - If the surrounding counties continue to be in the “Green” or “Yellow” phase, the Library will offer curbside pickup of print materials
    - Librarians, in conjunction with LS Division Director, will set up formal pick-up and drop-off times
  - Digital request forms will continue to be utilized by students and faculty for print needs
  - Returned materials will continue to be quarantined for a full 3 days before being placed on the shelves.
- **Ebooks & Audiobooks**
- All LS students will continue to have access to Epic; Grades 3-5 will continue to have access to Sora
- Librarians will continue to add titles throughout remote learning

**Anne Frank Library**
- **Learning Plan**
  - Librarians will be available for collaboration and team-teaching
  - Librarians will be available for one-on-one research meetings with students via calendly
  - Provide tech support and assistance to students & faculty (please send all requests via email)
  - Librarians will continue to update the Google Classroom page with a curated and age-appropriate collection of resources & databases for students and faculty
  - Provide access to & recommendation for digital tools and resources
  - Library programming for the MS & US community (author visits, book talks, etc.)
- **Circulation of Print Materials**
  - If the surrounding counties continue to be in the “Green” or “Yellow” phase, the Library will offer curbside pickup of print materials
    - Librarians, in conjunction with MS & US Division Directors, will set up formal pick-up and drop-off times
  - Digital request forms will continue to be utilized by students and faculty for print needs
- **Ebooks & Audiobooks**
  - All Middle School & Upper School students will continue to have access to Sora
  - Librarians will continue to add titles throughout remote learning